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MINUTES OF THE INTRA-AGENCY COMMITTEE ON ADMINISTRATIVE OVERT PROCEDURES
First Meeting Held 11 April 1949
At 1000, Room 127, Administration Building

Present: John Warner

- General Counsel
 - Budget Office
 - Management Office
 - Services Office
 - Personnel Office
 - Inspection and Security
 - Management Office
- Chairman
- Recorder

1. The committee charter, as expressed in a memorandum from the Executive, was read to acquaint the committee with its responsibilities. The chairman elaborated on the charter by expressing the need to coordinate overt and covert regulations into one organized manual.

2. The activities of the covert committee on administrative issuances was explained by Mr. [redacted]. After a general introduction, he continued with a detailed explanation of a proposal of the covert committee for a CIA manual of administrative issuances.

3. Exception to the covert plan, which provided for nine general categories of issuances, was taken by the committee on the basis that the covert plan too closely paralleled Agency organization and this in turn led to conflicts in responsibilities.

4. A plan for organizing issuances into an unlimited series of activity categories was proposed and informally adopted by the committee. The plan provided that each activity, which emerged as a complete and separate proposal requiring definition, would in and of itself constitute a category. The issuances would include both Agency policy and procedure and would be cross-indexed to overall government rules and regulations.

5. A decision was made to issue notices as a separate type of issuance.

6. It was proposed that each activity category, as defined above, would receive a manual number and the pages of the issuance would be numbered consecutively to permit amendment of the issuance by insertion of new pages as changes occurred.

7. The following suggestions were set forth for future committee discussion:

- a. Rules to be adopted in preparation of issuances.
- b. Methods by which the committee would coordinate issuances.
- c. Mechanics of distribution.

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8. The next meeting was scheduled for 1100, Monday, 18 April 1949, with subsequent meetings to be held at 1100 each successive Monday until the system of issuances is clearly defined and implemented.

9. At the next meeting, it was agreed that each member would bring a list of activities requiring definition and issuance. Other suggestions to be discussed at the next meeting would include:

- a. Security classification of the manual.
- b. Format of the manual. (Mr. agreed to bring a sample page of the format proposed on covert regulations.)
- c. Types of information or instruction which should or should not be included in the manual.

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Date 12 April 1949

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